

**QUARTERLY STAKEHOLDER MEETING MINUTES  
HAMPTON, NH STORMWATER MANAGEMENT PLAN  
TUESDAY SEPTEMBER 19, 2006**

1. Introductions – in attendance:

Dave Spainhower	Town of Hampton – Public Works
Doug Mellin	Town of Hampton – Public Works
Jamie Steffen	Town of Hampton – Planner
Ellen Goethel	Hampton Conservation Commission
Kristie Rabasca	Edwards and Kelcey
Christine Rinehart	Edwards and Kelcey

Note: Handouts during the meeting are noted in the minutes, for anyone who would like a copy of the handouts please contact Christine Rinehart (207) 828-1272 ext. 19 or [crinehart@ekmail.com](mailto:crinehart@ekmail.com).

2. Comments on prior Meeting Minutes

- Handed out a copy of prior Meeting Minutes. There were no comments.

3. Review of Permit Year 4 Goal Status

- K. Rabasca noted that all tasks that are outlined in the Town's Stormwater Management Plan (SWMP) need to be completed by the end of the permit cycle (May 2008).
- K. Rabasca gave D. Mellin a copy of the Task Order for work for next year and extra copies of the SWPPP Annual Compliance Evaluation.

**Public Education**

1C. Classroom Education

- D. Spainhower is looking for a grant to purchase placards for the catch basins. He would individual, stainless steel, placards with catch basin designations that read “drain to marsh”. **ACTION ITEM:** EK to look for grant opportunities on the DES webpage, and see if J. Croteau would be interested in helping install the placards with his students (completed 10/2/06).
- EK contacted J. Croteau. He said he has a group of students interested in stenciling this fall and could get a group ready in the spring to do the stainless steel placards.
- The Biology Department at Winnacunnet High School has been using a stormwater runoff video and water cycle curriculum in their classes. J. Croteau is also trying to arrange for A. Torrey (Aquarion Water Company) to come to the school as a guest speaker or to run an activity or demonstration.

Other Public Education – The Conservation Commission is planning to do 8-10 videos for public access cable (approximately 10 minutes each) on various topics relating to stormwater pollution prevention. Public education topics include lawn care/yard waste disposal, toxic waste disposal, pet waste, wetland habitat protection, etc. **ACTION ITEM:** EK will keep in touch/contact E. Goethel during Annual Reporting.

## **Public Participation**

### **2A. Follow Town Public Notice Requirements**

- A public hearing for Sewer Ordinance will be needed during Permit Year 4 (see BMP 3B).

### **2C. Quarterly Stakeholder Meetings**

- Next Meeting Date: Tuesday, February 20, 2007 (Tentative)

### **2D. Seacoast Beach Cleanup Day**

- The Coastal Cleanup in Hampton was held for September 15 (student cleanup) and September 16 (public cleanup), 2006.
- D. Mellin will determine if Town crews assisted with trash collection, and get the numbers. He is not sure where the volunteer drop-off areas were located. **ACTION ITEM:** C. Rinehart to send an email to the Coastal Cleanup contact at the Blue Ocean Society to determine this information as well (completed 9/27/06).
- Results from the Coastal Cleanup will be posted at [www.blueoceansociety.org](http://www.blueoceansociety.org).

## **Illicit Discharge Detection and Elimination**

### **3A. Storm Sewer System Map**

- The Measurable Goal in the SWMP for this BMP for Permit Year 4 is that the storm sewer system map will be 100% complete. The mapping is complete; however it is not useable because it was generated using Arc View 3.2 which is not compatible with the new GIS 9.0. It was suggested that D. Mellin work with the Deputy Assessor to create a hard copy map book of the infrastructure for D. Spainhower to use.
- EK will reword the SWMP to reflect that the drainage area studies are done.
- E. Goethel, J. Steffen, and D. Mellin discussed the new requirements for all as-builts to be submitted to the Town in a format that is compatible with GIS 9.2. They would like to add this as a requirement during Site Plan review.

### **3B. Sewer Ordinance Revision**

- The Sewer Ordinance needs to be placed on the Town Warrant to go before the Town at the annual Town Meeting in March 2007. D. Mellin stated that it may not be possible to get the entire Sewer Ordinance on the Town warrant, but they will focus on getting the revisions to ban non-stormwater discharges to the storm sewer system on the warrant.
- Public education on the Ordinance is necessary (prior to the Town Meeting at the public hearing) to promote passage of the Ordinance.

### **3C. IDDE Tracking Program**

- The DPW is using the IDDE tracking sheet. There have been no citizen call-ins/complaints to document.

### **3D. IDDE Education Program**

- Training on the IDDE Manual to help establish an IDDE program is anticipated for supervisory personnel during Permit Year 4 or 5.
- Training on Pollution Prevention and Good Housekeeping is also anticipated during Permit Year 4 or 5. Personnel from Public Works, Sewer and Drainage, the Wastewater Treatment Plant, and the Transfer Station will be invited to attend if they are interested or for personnel who have not been trained in Pollution Prevention and Good Housekeeping.

## **Construction Site Runoff Control**

### **4A. Sediment/Erosion Control Ordinance Memo**

- The Subdivision Ordinance was amended on June 7, 2006 and the Site Plan Review Regulations were amended July 5, 2006 to include language on construction runoff control.

## **Post Construction Runoff Control**

### **5A. Revise Existing Ordinances**

- Currently the Conservation Commission reviews any projects requiring a special permit (which includes most projects that have detention ponds and drainage swales). As part of Conservation Commission review, they request Planning Board add as a condition of approval that the owner of a detention pond submit photos and documentation that the pond is being maintained on an annual basis to both the Planning Board and Conservation Commission. There is no current guidance on the required documentation. It should be noted that this is not in the ordinance as a formal requirement, just a condition of approval.
- The Conservation Commission does add this maintenance requirement as a deed restriction in some cases.
- K. Rabasca concurred that this is a great start and precedent for the maintenance requirements of the Stormwater Phase II program; however for full compliance, additional work is needed to evaluate questions like what are triggers for special permits, (is there a 1 acre threshold)? Are other stormwater BMPs covered, such as level lip spreaders, catch basins, vegetative buffers, or sheet flow? And what about construction sites larger than 1 acre that are not located near a wetland. Another thing to consider is continued access to drainage structures (easements).
- It was noted that the use of bonds to insure that stormwater structures are properly installed and set up with initial maintenance is a solution for short-term maintenance, but does not address long-term maintenance.
- Additional discussion by all parties continued as to whether the Town needs to take over all roads/stormwater BMPs and do their own maintenance as a long-term strategy, or needs to let roads and stormwater BMPs stay privately owned and try to expand the efforts of the Conservation Commission as stated above to fulfill this MCM requirement.

## **Pollution Prevention/Good Housekeeping in Municipal Operations**

- The new catch basin cleaner has been out everyday since the DPW got it. The general public has been very interested in how the catch basin cleaner works.

- The DPW continues to hand out door hangers during catch basin cleaning in neighborhoods or if they find specific issues.

#### 4. Update on Seacoast Coalition

- NH SOP Manual Round Table Review was held June 6, 2006.
- NH SOP will be finalized October 2006.
- The 1<sup>st</sup> Annual N.H. Statewide Regional Stormwater Meeting was held Tuesday May 9, 2006. Thelma Murphy (EPA – New England) gave a presentation titled “A ‘Mid-term’” Look at Phase II Implementation” (see handout).
- The next NH Seacoast Coalition meeting is scheduled for October 19, 2006.